

CEHR-E

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Circular  
No. 690-1-697

5 April 1999

EXPIRES 31 MARCH 2001  
Civilian Personnel  
PROGRAMS AND PROJECT MANAGEMENT  
Position Classification and Staffing Guidance

1. Purpose. This circular consolidates existing position classification and staffing guidance covering positions involved in MSC Programs Management functions and district Programs and Project Management functions. This guidance also provides standard/model job descriptions, a definition of specialized experience, and a job analysis for many of these positions at the district level.

2. Applicability. This circular is applicable to USACE commands having responsibility for Programs and Project Management functions

3. References.

a. Memorandum, CEHR-ZE, subject: Recruitment for Program Manager, GS-340 series, dated 6 February 1998 (Appendix A).

b. Memorandum, CEHR-E, subject: Deputy for Programs and Project Management, dated 20 March 1998 (Appendix B).

c. Memorandum, CEHR-E, subject: Deputy for Programs and Project Management Positions, dated 29 May 1998 (Appendix C).

d. Memorandum, CEHR-E, subject: Programs and Project Management Positions, dated 7 July 1998 (Appendix D).

e. Memorandum, CEHR-E, subject: Combination of Planning and Program/Project Management Organizations, dated 21 December 1998 (Appendix E).


4. The guidance in the referenced memoranda, which are enclosed, and are also available on the Human Resources Directorate web site on the HQ USACE home page ([www.hq.USACE.army.mil/cehr/mainhr.htm](http://www.hq.USACE.army.mil/cehr/mainhr.htm)), was issued to facilitate and assure consistency in the classification and

EC 690-1 -697  
5 April 1999

staffing of positions in Programs and Project Management organizations. This circular, which consolidates the classification and staffing guidance, is transitional in nature, to be republished or rescinded as required.

FOR THE COMMANDER:

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Director of Human Resources